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## Effective Strategies for Conducting and Monitoring Eligibility Determination

HRSA HIV/AIDS Bureau All Grantee Meeting Session 119, November 29, 2012

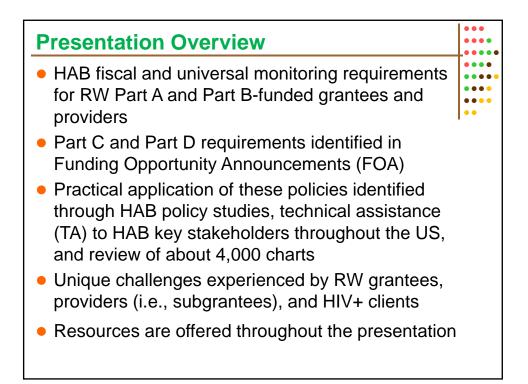
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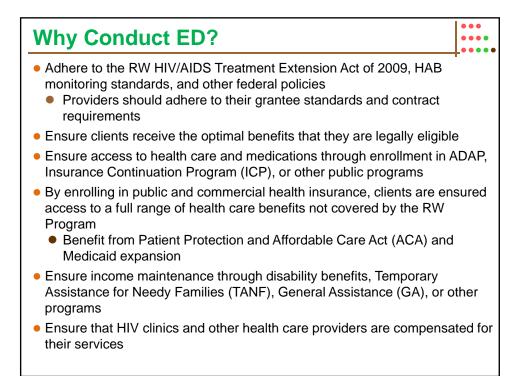
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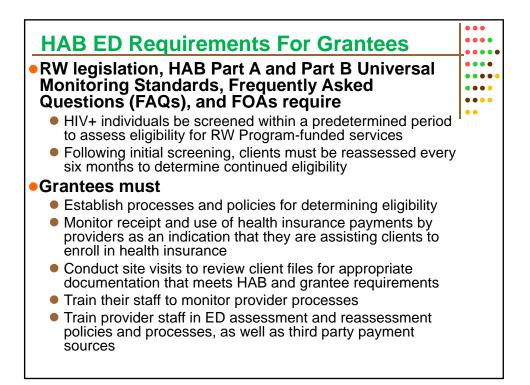
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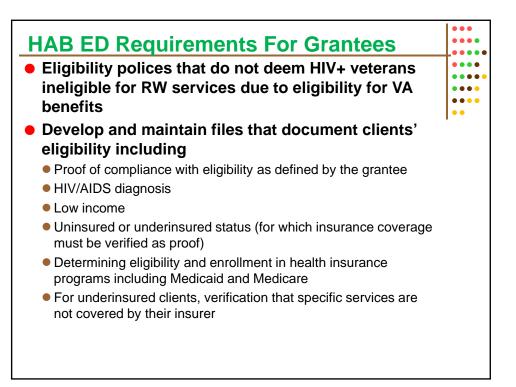
Presentation Agenda	••••
<ul> <li>Overview of HIV/AIDS Bureau (HAB) eligibility determination (ED) requirements for Ryan White (RW) HIV/AIDS Program grantees and providers</li> <li>Part A, B, C, and D grantees and their funded subgrantees (i.e., providers)</li> </ul>	
<ul> <li>We present best practices in conducting ED, assisting clients to enroll in health insurance, grantee monitoring methods, and quality assessment and performance improvement activities</li> </ul>	
<ul> <li>Broward County and Palm Beach County Part A program grantees will discuss opportunities and challenges associated with implementing these policies</li> </ul>	
<ul> <li>We will conclude the workshop by opening the session for your questions and comments</li> </ul>	

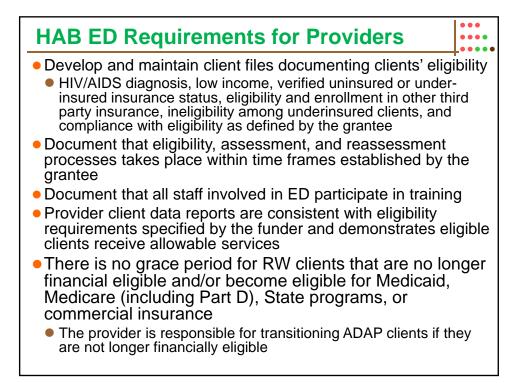


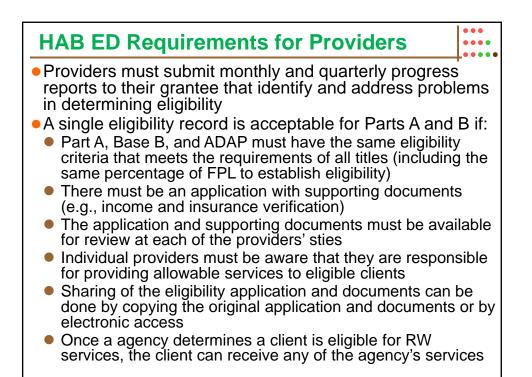


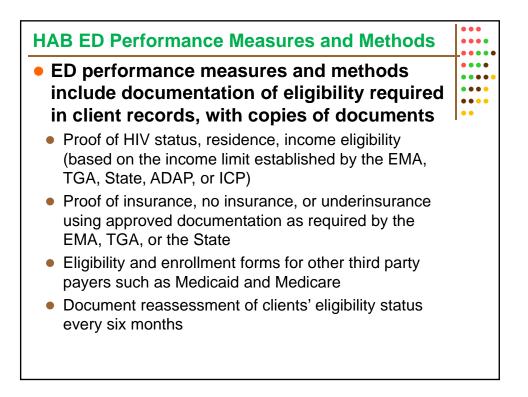


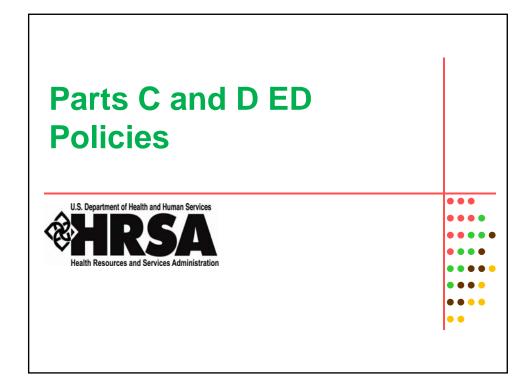




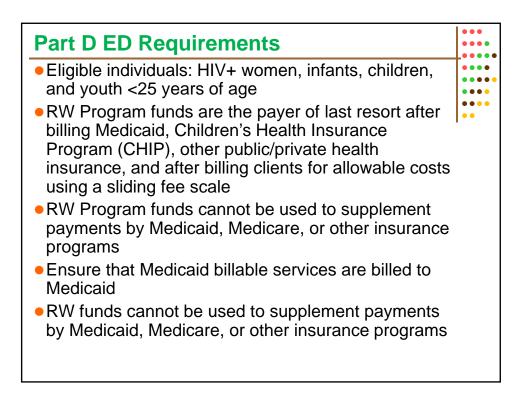


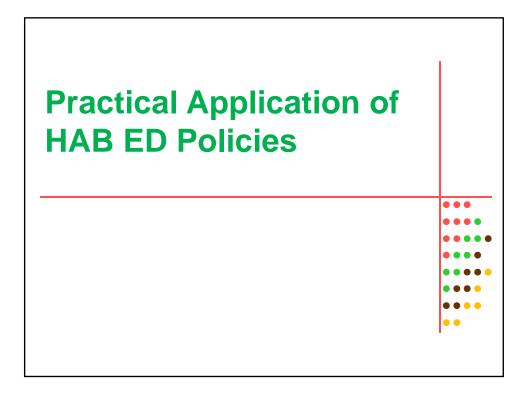


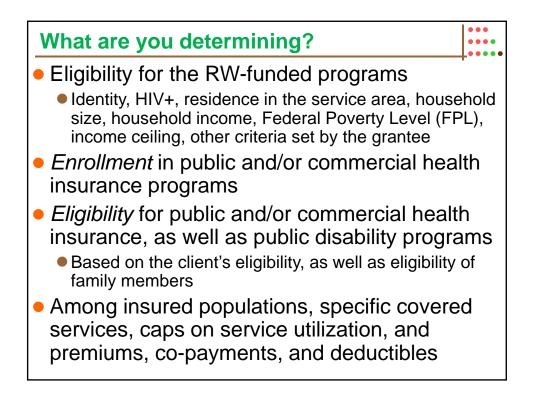


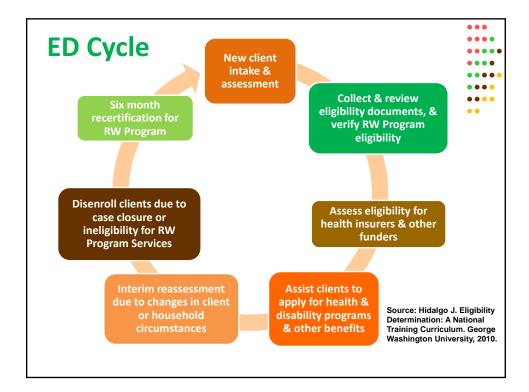


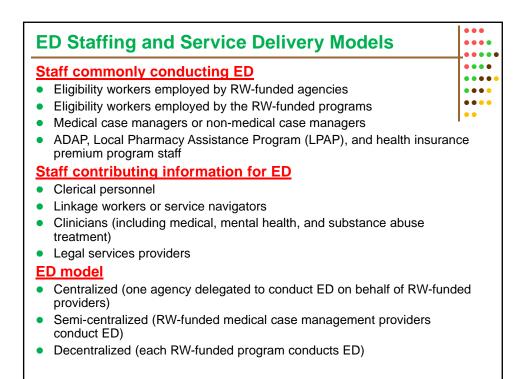
Part C ED Requirements	
<ul> <li>The RW Program is the payer of last resort, and grantees must ensure that alternate payment sources are pursued</li> </ul>	••••
<ul> <li>Grantees and their contractors are expected to pursue vigorously Medicaid enrollment for individuals who are likely eligible for Medicaid coverage, seek Medicaid payment when they provide a covered service for Medicaid beneficiaries, and back-bill Medicaid for RW-funded services provided for all Medicaid eligible patients</li> </ul>	
<ul> <li>Patients needing medications and are eligible for ADAP or other pharmaceutical programs should be assisted in accessing those resources <i>before</i> using Part C Early Intervention Services (EIS) grant funds</li> </ul>	







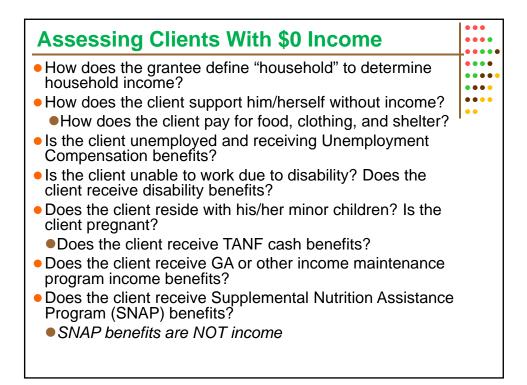




Reading Lovala of a [	Dort A Crontos's Forma	•••
· · · · · · · · · · · · · · · · · · ·	Part A Grantee's Forms:	
An Example		
-		
Who Reads the Forms?	Document	Reading
		Level (US School
		Grade)
Clients and medical case	Appointment Letter	21.2
managers (MCMs)	Notice of Eligibility	18.5
Clients, MCMs, and	Assessment Form	7.5
supervisors	Consent for Release of Medical Information	13.2
	Intake Form	7.0
	MCM Case Plan	5.2
MCMs and supervisors	Alternative Funding Sources	17.4
	Case Conferencing Form	0
	Case Plan Quarterly Review	0
	Case Supervision Form	0
	Consumer Information Check List	12.8
	Long Term Plan (Discharge Plan)	2.1
	Progress Notes	9.9
MCMs and individuals	Statement of Residency	8.0
providing financial support to		
the client		

louse	nold Siz	ze Dete	rmina	tion		••
<ul> <li>Key information to be documented</li> <li>Who is in the household, what is their relationship to the client, what are their birthdates, what are their sources of income, and the amount of gross income received?</li> <li>Using this example:</li> <li>What is the household size?</li> </ul>						
		•	l size?			
• Wha Mavis is the		•	Em- ployed?	Income	Receives Other Income?	
• Wha Mavis is the	Relation- ship to	ousehola	Em- ployed?	Disability or	Other	
• What Mavis is the Applicant	Relation- ship to Applicant?	ouseholo Birthdate?	Em- ployed?	Disability or Income Assistance?	Other Income?	
• What Mavis is the Applicant Marvin	Relation- ship to Applicant? Husband	OUSEHOIO Birthdate? 2/22/1965	Em- ployed? Full Time	Disability or Income Assistance? No	Other Income? Yes	
What     Mavis is     the     Applicant     Marvin     Myron	Relation- ship to Applicant? Husband Son	OUSEHOIO Birthdate? 2/22/1965 4/28/1992	Em- ployed? Full Time Full Time	Disability or Income Assistance? No No	Other Income? Yes No	

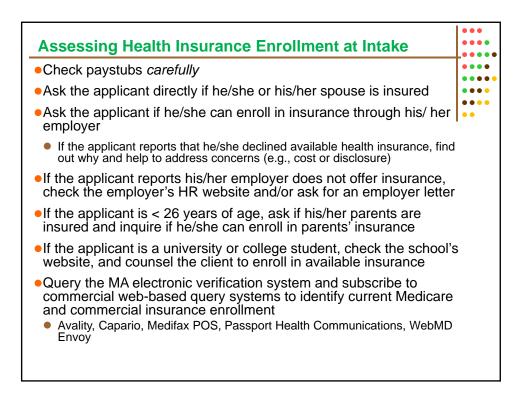
Income Sources to be Assessed During Intake, Assessment, and Reassessment
<ul> <li>Earned salary or wages through full, part-time, or self-employment</li> <li>Social Security Old Age and Survivor Insurance (OASI) Benefits</li> <li>Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI)</li> <li>TANF, GA, or publicly-funded income maintenance programs</li> <li>Child or spousal (alimony) support</li> <li>Retirement or pension benefits (e.g., veterans, military active duty, and commercial plans)</li> <li>Commercial short-term or long-term disability benefits</li> <li>Rental income</li> <li>Interest, dividends, annuities, royalties, trusts</li> <li>Unemployment Benefits</li> <li>Worker's Compensation</li> <li>In-kind support through free rent, utilities, food, and other basic necessities</li> </ul>



Salary         Assistance         Household           Mavis         Applicant         \$0         \$698         \$0           Marvin         Husband         \$3,000         No         \$1,500           Myron         Son         \$2,000         No         \$0           Mary         Daughter         \$0         \$400         \$0           Michael         Son         \$0         \$698         \$0           Malcolm         Grandson         \$0         \$354         \$115           Total Income         \$5,000         \$2,150         \$1,615         \$8,765
Marvin         Husband         \$3,000         No         \$1,500           Myron         Son         \$2,000         No         \$0           Mary         Daughter         \$0         \$400         \$0           Michael         Son         \$0         \$698         \$0           Malcolm         Grandson         \$0         \$354         \$115           Total Income         \$5,000         \$2,150         \$1,615         \$8,765
Myron         Son         \$2,000         No         \$0           Mary         Daughter         \$0         \$400         \$0           Michael         Son         \$0         \$698         \$0           Malcolm         Grandson         \$0         \$354         \$115           Total Income         \$5,000         \$2,150         \$1,615         \$8,765
Mary         Daughter         \$0         \$400         \$0           Michael         Son         \$0         \$698         \$0           Malcolm         Grandson         \$0         \$354         \$115           Total Income         \$5,000         \$2,150         \$1,615         \$8,765
Michael         Son         \$0         \$698         \$0           Malcolm         Grandson         \$0         \$354         \$115           Total Income         \$5,000         \$2,150         \$1,615         \$8,765
Malcolm         Grandson         \$0         \$354         \$115           Total Income         \$5,000         \$2,150         \$1,615         \$8,765
Total Income \$5,000 \$2,150 \$1,615 \$8,765
Monthly Gross Income = \$8,765 Annual Gross Income = \$105,180

ersons in Family/	DHHS 2012	FPL Upper Limit
Household	Poverty Guidelines	300% FPL
1	\$11,170	\$33,510
2	\$15,130	\$45,390
3	\$19,090	\$57,270
4	\$23,050	\$69,150
5	\$27,010	\$81,030
6	\$30,970	\$92,910
7	\$34,930	\$104,790
8	\$38,890	\$116,670

Common Errors Found in Intake and Assessment	•••
<ul> <li>Identity: missing photo ID, illegible photo</li> </ul>	••••
<ul> <li>Residency: missing documentation showing residency in EMA</li> </ul>	•••
<ul> <li>HIV+ status: no document confirming HIV seropositivity, CD4 count</li> </ul>	
<ul> <li>Household size: individuals meeting State, EMA, or TGA household definition are not identified during assessment</li> </ul>	
• Household income: applicants' income poorly documented, family members' income not assessed, clients claiming \$0 income not probed for how they are able to live with no income, clients reporting \$0 income documented in other records as being employed, undercounting income from self-employment, and missed income from sources other than wages	



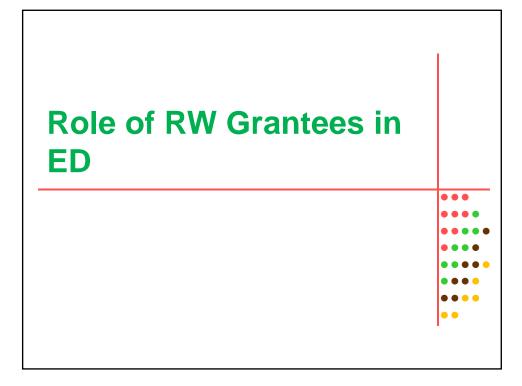
Navigating the Health Care Insurance Market Is Complex and Likely to Become More Challenging	••••
<ul> <li>HIV+ individuals in many States and DC currently have relatively ample health care insurance options compared to other jurisdictions</li> </ul>	••••
<ul> <li>Applicants for RW Program services may be enrolled in or eligible for an array of health insurance options and assistance to pay for premiums, co-payments, and deductibles</li> <li>Commercial or publicly funded managed care plans</li> <li>Assistance in paying for insurance through COBRA benefits</li> </ul>	
<ul> <li>With an abundance of options comes the burden on HIV+ clients to understand their options and select the best benefits and coverage within their financial resources and other constraints (e.g., employer benefits, ability to pay co-payments)</li> </ul>	
<ul> <li>Portability of insurance is unavailable for some health plans</li> </ul>	
<ul> <li>HIV+ clients may be confused about the options available to them, and may need to rely on case managers or other HIV program staff to assist them to select and retain coverage</li> </ul>	
<ul> <li>Implementation of the ACA contributes to that confusion</li> </ul>	

Client Characteristics	Publicly Funded Insurer or Payer	
Low-income children and adolescents 18 years of age or younger	PA Medicaid Program	
Low-income aged, blind, disabled adults, and Qualified Medicare Beneficiaries	PA Medicaid Program	
Children with special health care needs	PA Special Kids Network	
Developmentally delayed children and	PA Office of Developmental Programs, several	
adults	Medicaid waiver programs	
Uninsured, low-income children	PA Children's Health Insurance Program (CHIP)	
Uninsured disabled individuals	Pre-Existing Insurance Program (PCIP), PA Fair Ca	re
Active duty and retired military, and dependents	TRICARE	
Individuals receiving hemodialysis or requiring a kidney transplant	Medicare End Stage Renal Disease (ESRD) Program	m
Children or adults with long term disabilities	Medicare	
Adults 65 years of age or older	Medicare	
Chronically disabled individuals	PA AIDS and Other Support Services Waivers	
Veterans of the US military services	Veterans Administration	

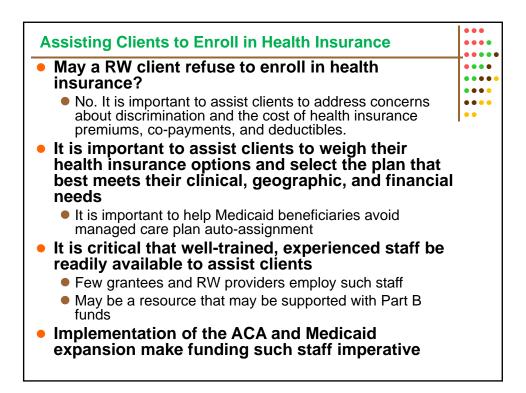
Commercial Insurance	•••
Coverage is commonly through group benefits	••••
via employers or association membership	••••
Individual coverage can be purchased through carriers	••
Assess coverage through spousal benefits, domestic	-
partner benefits, or parental benefits for youth > 26 years of age	:
<ul> <li>COBRA benefits may also be available</li> </ul>	
Benefits vary substantially among carriers	
ED must address	
<ul> <li>Waiting periods for pre-existing medical conditions</li> </ul>	
<ul> <li>Annual or lifetime expenditure caps</li> </ul>	
<ul> <li>Service utilization limits for specific services (e.g., number or prescriptions, home health visits)</li> </ul>	of
<ul> <li>HIV+ beneficiaries of these plans may receive RW Program</li> </ul>	
benefits during waiting periods or while service caps are exceeded	

## ... **Pre-Existing Condition Insurance Program (PCIP)** .... National program authorized by the ACA Covers a broad range of health benefits, including primary and specialty care, hospital care, and prescription drugs, with no waiting period Eligible applicants must be a US citizen or reside in the US legally, been • without health coverage for at least the last six months, have a pre-existing condition, or been denied coverage due to a health condition Enrollees can choose from three plan options Different levels of premiums, calendar year deductibles, prescription deductibles, and prescription copays • Each plan option provides preventive care (paid at 100%, with no deductible) when a beneficiary sees an in-network doctor, including annual physicals For other care, participants pay a deductible before PCIP pays for their health care and prescriptions • After the participant pays the deductible, beneficiary pays 20% of medical costs in-network • Maximum out-of-pocket payment for covered services in a CY is \$5,950 innetwork/\$7,000 out-of-network No lifetime maximum or cap on the amount paid Monthly premiums and other information can be found at: https://wv pcip.gov/StatePlans.html#StateInformation

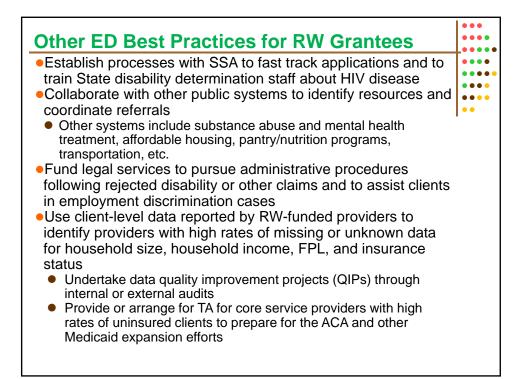
HAB's Policy Regarding HIV+ Veterans	•••
<ul> <li>HAB clarified their policy in 2004 about providing RW Program-funded services to HIV+ veterans who also are eligible for VA benefits: <a href="http://hab.hrsa.gov/law/0401.htm">http://hab.hrsa.gov/law/0401.htm</a></li> <li>RW Program-funded providers <ul> <li>Should inquire if an HIV+ client is a veteran and enrolled in the VA</li> <li>May not deny services, including medication, to veterans who are otherwise eligible for the RW Program</li> <li>Should be knowledgeable about VA medical benefits, including medications</li> <li>Must coordinate health care benefits for veterans</li> <li>Make HIV+ veterans aware of VA services available, procedures for getting VA care, and help them to navigate HIV care</li> </ul> </li> <li>HAB policy states that even if a veteran is enrolled in the VA, he/she does not have to use the VA as their exclusive health care provider</li> <li>Eligibility information is available at: <a href="http://www.va.gov/healtheligibility/HECHome.htm">http://www.va.gov/healtheligibility/HECHome.htm</a></li> <li>Eligibility for most veterans health care benefits is based on active military service in the Army, Navy, Air Force, Marines, or Coast Guard, and other criteria</li> </ul>	

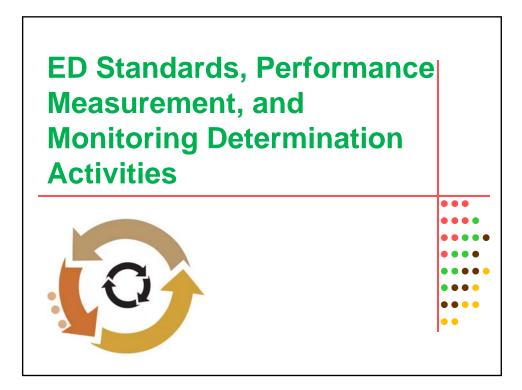


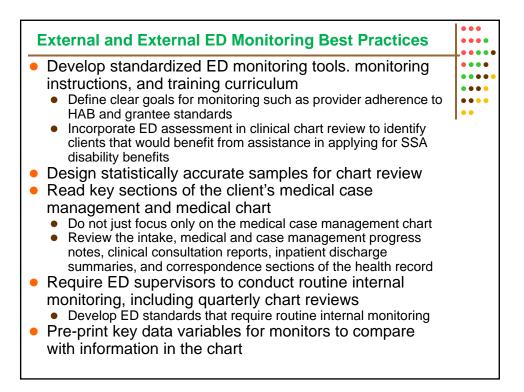
ED Best Practices for RW Grantees	•••
<ul> <li>Align Part A and B standards to the extent possible</li> <li>Ensure grantees and their staff are familiar with the HAB ED standards and related policies, as well as State and local health insurance systems, and federal disability programs</li> <li>Ensure adherence to HAB policies among staff conducting ED and their supervisors (e.g., ADAP, LPAP, and health continuation programs) and conduct internal audits</li> <li>Clearly identify expectations to funded RW-funded providers through RFAs, ED standards and performance measures, training, and quality improvement</li> <li>Assist RW-funded providers to develop and refine policies and procedures and undertake training and quality performance</li> <li>Use standardized forms and train personnel in their use</li> <li>Ensure forms are linguistically appropriate to the populations served</li> <li>Require at least one full month of paystubs for employed clients and their spouses and/or a copy of the annual SSA award for SSI, SSDI, and OASI beneficiaries</li> </ul>	



<ul> <li>Centralize ED processes, using an out-stationed model, to reduce redundancy, improve accuracy, and reduce client burden</li> <li>It is important, however, that the ED system is highly accurate and timely</li> <li>Modify client-level data systems to allow ED documents to be viewed by other RW providers, and query routinely with public and commercial insurance e-verification systems</li> <li>Routinely monitor your state's ACA implementation and changes in public entitlement and discretionary programs that impact eligibility</li> <li>Changes to major payers in your community should be rapidly communicated to funded providers, including ED workers</li> <li>Meet with State or county Medicaid staff to become familiar with their processes, subscribe to provider announcement lists, and ask if your staff can participate in training</li> </ul>
<ul> <li>Advise Medicaid or other State health financing staff in designing ACA demonstration projects, enhanced reimbursement systems, and managed care contracting specifications</li> </ul>







Other External and External ED Monitoring Best Practices	••••
<ul> <li>Recompute monthly income to verify income</li> <li>Recompute monthly income to verify income</li> </ul>	••••
<ul> <li>Check paystubs for "medical, dental, and vision" deductions</li> </ul>	
<ul> <li>Look for copies of health insurance cards</li> </ul>	1
<ul> <li>Use client-level data to identify "logical errors" in health insurance</li> </ul>	
<ul> <li>Uninsured children and youth &lt; 18 years of age</li> </ul>	
<ul> <li>Adults 65 years of age or older</li> </ul>	
<ul> <li>Single adults reporting monthly income of \$694</li> <li>Pregnant women</li> </ul>	
<ul> <li>Clients with chronic conditions (e.g., bipolar,</li> </ul>	
schizophrenia, ESRD) or indications of long-standing AIDS diagnosis	
<ul> <li>Clinical progress notes and consultation reports often provide information regarding employment and health insurance coverage</li> </ul>	

Ryan White HIV/AIDS Pr	ogram Elgibility	Determinatio	on Assessme	at Form			
a Aprila		A.Med Rec.	· [	4.U8N			_
Patient Health and Dical	All to be a state of the state	and ment					
Maath insper	Access #	Mart Gate	Und Date	Countrage?	Describe Evidence of	Ryan White HIV/AIDS	
a. Medicald		-	-	Full? Managed Care? Share of	Interative In Charl	Program Eligibility	
a Medicara		-	-	Cost? Medically Needs? (2M8? Part.61 Part 81 Part 07		Determination Assessment	
+ Commercial Note*					22		
±. VA		-	<u> </u>			Form Chart Reviewer Guide	
s. Other insurants		+	-			i onn onart norienter ourde	
so. Was the client's healt to. If YES, describe to				ded? Tes No writion or suspenation codes and	dated.	Positive Outcomes, Inc.	
Disability and Service Booefity 12. SEA Old Age (2:55 Years)	Accest	·	Award Date	Describe Extense of B	mette in the Chart	April 2012	
15.554.55	-	-		-			-
IN SIA SID		-					
as Survivor Benefits (Million, Millione, Child		-					
34. Commercial Disability Interior Name?							
18. Was the client enrolle	formation regard	ling terminati Anistance to I	ion or suspen Needy Famili	unpended? Yes No sion (include all termination o es (TANF) during the review p the client has that) health inso	riod? Yes No		
the late the client's project	Lastin + Out	n die program		Cannant	and the second		
	1000000						
	al case manager) Loutine is Oast	al report in m	A chart that	the client has gluid) health insi	rance? Yes No		
	Same a same			- Constant			
11. Do the céric's third pa		eries state th	at the client t		its No NA		
Sale	Louisve in Dark			George			
in if the client	ubs in the client's tails document at was EXPLOYED a orting that health	ichart? Ye eductions for, and no insura insurance is ?	n No , or employer ince coverage NDT offered?	r contributions to, health insur r is noted in the health record,	ance? Tes . No was there a letter from the	Pending Copywrite, Do Not Distribute	

				art A Grant	••••		
Key Facts	Grantee 1	Grantee 2	Grantee 3	Grantee 4	Grantee 5		
Region	Southwest	Northeast	South	South	South		
Service Area	Large urban, and adjoining rural areas	Suburban, and adjoining rural counties	Moderate urban, and adjoining rural counties	Large urban	Large urban, and adjoining rural areas		
Providers	1 hospital- based HIV clinic, 2 FQHCs, 1 CHC	2 ASO, 2 hospital-based HIV clinic2, 1 FQHC, 1 county health dept	3 ASOs (1 co- located in HIV clinic), 1 county health dept	Centralized Part A ED Unit	3 ASOs, 2 community ID practices, 1 county health dept		
Assessment Design	Chart review	Chart review	Chart review	Electronic records	Chart review		
Chart Review Tool	Tool measures attainment of HAB and grantee monitoring standards, and assesses key components of RW Program and third party insurance eligibility						
# Charts Reviewed	285	407	325	144	493		

Average Error Rate	Grantee 1	Grantee 2	Grantee 3	Grantee 4	Grantee 5
Region	Southwest	Northeast	South	South	South
Average Household Size	Not Assessed	38%	58%	Not Assessed	Not Assessed
Household Income	Not Assessed	74%	77%	35%	Not Assessed
Health Insurance	32%	39%	27%	11%	44%

